BEACON HR/PAYROLL IMPLEMENTATION PROJECT
ADMINISTRATIVE PROCESS

Filename: C:\Documents and Settings\edward.brodsky\My Documents\PDF Deliverables\1.1 Project Prep\Final\Implementation\1.1.8_PMO_PR_Administrative_r1.0.doc

Last Update: 1/11/2007 8:42 AM   i   Last printed 1/11/2007 8:42 AM

FINAL

TABLE OF CONTENTS

Filename: C:\Documents and Settings\edward.brodsky\My Documents\PDF Deliverables\1.1 Project
Prep\Final\Implementation\1.1.8_PMO_PR_Administrative_r1.0.doc

Last Update: 1/11/2007 8:42 AM   ii   Last printed 1/11/2007 8:42 AM

FINAL

1. INTRODUCTION

The PMO is responsible for executing administrative tasks in all phases of the project. In order to accomplish this, a set of administrative standards must be put into place and adhered to by the project team.

The process will offer:

1.1. Objectives

Provide administrative processes to project team members:

- Project Staffing Database
- PMO Email & Calendar Administration
- Personal Time Off
- Onboarding Process
- PMO Communications

2. PROJECT STAFFING DATABASE

This section describes the Initial Staffing Request Process: This workbook (xls file) can be found in the Document Repository, Drive T:\Project Office\Staffing\Project Roster.xls

2.1. Contact Information

- When a new Project Member is set to onboard, their information must be placed into the Contact Information worksheet in the Project Roster Workbook
- Last Name, First Name, Organization, Title, Office Telephone #, Email, Cell #, Start and End Engagement are the required fields
- The PMO will provide Onboarding details about contracted Beacon team members via email to the Program Coordinator. It has been agreed that the Program Coordinator will update this worksheet after each communication is received from the PMO. There may be a time when the PMO will assist the Program Coordinator with this process.
- This Contact information will be provided to other internal support organizations for various infrastructure services.

2.2. Work-Vacation Schedule

- All Work-Vacation Requests must be sent to the beacon.pmo@ncsosc.net mailbox. Once an approved request is received from a team lead, the BearingPoint PMO will update the protected worksheet with details regarding Personal Time Off
- See OSC Onboarding Guide for Personal Time Off Process details
- When entering Personal Time off the Work Schedule Type should follow this format:

Filename: C:\Documents and Settings\edward.brodsky\My Documents\PDF Deliverables\1.1 Project Prep\Final\Implementation\1.1.8_PMO_PR_Administrative_r1.0.doc

Last Update: 1/11/2007 8:42 AM   1   Last printed 1/11/2007 8:42 AM

FINAL

1. PTO (Day-Day) i.e. PTO (Personal Time Off) (M-W)

2. UTO (Day-Day)i.e.UTO (Unplanned Time Off (M-W)

3. RWD (Day- Day) i.e RWD (Remote Work Day) (M- TH)

- Any changes to approved Personal Time Off should be coordinated with the PMO.

2.3. Employee Profile

- When a new Project Member is set to onboard, you must enter their information into the Employee Profile worksheet in the Project Roster Workbook

- Last Name, First Name, Organization, and Sub-Contractor Name, signed Non-Disclosure, signed Agreement, Read Contract and Travel are all required fields

- The Program Coordinator has assumed accountability for aiding in populating this information

- The information contained in this worksheet will provide verification of fulfillment on some onboarding requirements.

3. EMAIL AND CALENDAR ADMINISTRATION

This section describes the Email and Calendar administration process for the OSC Mail System. At some point in the future, NC Mail may become the default mail client for the Beacon Project. If such an event occurs, this section will be updated to reflect this change.

3.1. Email

This section describes an overview of for maintenance of the BearingPoint.PMO Mailbox on the OSC network.

- The BearingPoint PMO has created a mailbox on the OSC network. The name of this mailbox is bearingpoint.pmo@ncosc.com . The PMO is tasked with managing the day to day operations of the mailbox

- The mailbox should be checked at least twice a day

- The mailbox is currently serving as the Personal Time Off Request Forum. In addition, the mailbox is used to communicate directly with project team members.

3.2. Calendar

This section provides an overview of the BearingPoint Calendar.

- The BearingPoint PMO has created a calendar on the OSC network. The ID for this Calendar is bearingpoint.pmo . The PMO is tasked with managing the day to day operations of the mailbox

- The calendar should be checked at least twice a day

Filename: C:\Documents and Settings\edward.brodsky\My Documents\PDF Deliverables\1.1 Project Prep\Final\Implementation\1.1.8_PMO_PR_Administrative_r1.0.doc

Last Update: 1/11/2007 8:42 AM   2   Last printed 1/11/2007 8:42 AM

FINAL

- The calendar will be used to schedule meetings required by the BearingPoint PMO or OSC mandated events in coordination with the PMO. If a new calendar application is inherited by the Beacon Project, a migration of standing meetings from one system to the other must occur.

3.3.   Group Distribution Lists

This section describes the process for requesting additions to group email distribution lists with the OSC LAN TEAM.

- Currently there are three group distribution lists via email

    1. Beacon_Employees = All OSC Beacon Team Members

    2. Beacon_Contractors = All and Subcontractor Team Members

    3. Beacon_Project_Team = All Beacon Team Members

- The Group Distribution lists are not dynamic in nature, they are static, and as a result this requires the PMO to continually monitor the members of each group distribution list

- Email the Lan.Team@ncosc.net with your request to add, delete, create or modify a group distribution list. Requests will usually take 2 business days. Include the correct spelling of your members name when requesting an addition or creation to a group distribution list. The Lan.Team will not update you when the request is complete; you need to monitor the OSC system for the changes by requesting a list of the current members of that group.

4. PERSONAL TIME OFF

The Personal Time off process is located in the OSC Onboarding Guide. Please refer to that document for details regarding this process.

5. ONBOARDING

5.1.   Non Disclosure

- The Non-Disclosure form is a contractual requirement for all BearingPoint Contractors and Subcontractors to sign. See the Program Coordinator to retain a copy of this form.

5.2.   Agreement Form

- The agreement form is a contractual requirement for all BearingPoint Contractors and Subcontractors to sign. This form can be found in the Onboarding folder in the Document Repository, titled Agreement Form.

5.3.   Read Contract

- Provide all new team members with an opportunity to review the contract, as the Agreement form references they have read specific sections of the contract.

Filename: C:\Documents and Settings\edward.brodsky\My Documents\PDF Deliverables\1.1 Project Prep\Final\Implementation\1.1.8_PMO_PR_Administrative_r1.0.doc

Last Update: 1/11/2007 8:42 AM   3   Last printed 1/11/2007 8:42 AM

FINAL

5.4. Email and Calendar Training

- Email and Calendar training will be available to every new Onboarding project team member. Program Coordinator will coordinate details with the BearingPoint PMO.

- At some time in the near future, OSC Mail will migrate to the NCMail system. Details regarding this change will be communicated with BEACON project team members and this document will be updated accordingly.

5.5. Building Access ID Card

- Building Access cards are distributed by the OSC.   The Program Coordinator will provide the ID cards to the BearingPoint PMO to execute the signature process with New Team Members

- Each Team Member must sign and date a blue card upon receipt of their building access ID Card.

5.5.1. Lost or Stolen ID Card

- If your Building Access ID Card is lost or stolen, please tell the BearingPoint PMO immediately. We will arrange for deactivation of your card with the OSC

- Replacement cost of the ID Card is $6.00.

6. PMO COMMUNICATIONS

- *This shall serve as a placeholder for future PMO specific communications.*

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Last Update: 1/11/2007 8:42 AM   4   Last printed 1/11/2007 8:42 AM

FINAL